

2010 Breast Cancer Symposium

October 1 - 3, 2010—Suburban, Washington, DC

Co-sponsored by the American Society of Breast Disease (ASBD), The American Society of Breast Surgeons, American Society of Clinical Oncology (ASCO), the American Society for Radiation Oncology (ASTRO), National Consortium of Breast Centers, Inc (NCBC), and the Society of Surgical Oncology (SSO)

ABSTRACT SUBMISSION GUIDELINES

DEADLINE FOR SUBMISSION: **June 11, 2010**

Abstracts must be submitted online using the official **2010 Breast Cancer Symposium Abstract Submitter**. E-mails and word processing files submitted outside this program will not be accepted. Each First Author will receive an e-mail to verify the abstract has been received.

Essential Elements for Submission

- Abstracts presented prior to the Symposium (but not published as a manuscript subsequent to presentation) are allowed for presentation at the Breast Cancer Symposium.
- Summaries of new, ongoing, and updated research in the area of Breast Cancer will be acceptable for submission and presentation.
- Individuals may serve as a First Author of more than one abstract submitted to the Symposium.
- First authors must agree at the time of submission to present the abstract if it is selected for presentation at the Symposium. (This includes being present during the scheduled time of a Poster Session.)
- The body, title, and table of the abstract can be no longer than 2,000 characters, not including spaces.
- Author disclosure for the first author and all co-authors must be declared at the time of abstract submission. **If the first author is employed by a commercial interest as defined by the ACCME, an alternate presenter who does not have a relevant employment relationship must be named if the abstract is selected for presentation in an oral abstract session.**
- First Authors must select a topic category that best fits the subject area of their abstract. Final categorization is at the discretion of the Breast Cancer Symposium Program Committee.
- The abstract must be organized according to four sections, identified by the following headers (in bold): **Background, Methods, Results, and Conclusions.**

Confidentiality Policy

All First Authors and Sponsors of submitted abstracts must agree to the following:

Submitted Abstracts are considered Confidential and are subject to the Abstract Policies of the Symposium from the time of submission.* For a study to be eligible for presentation, information contained in the abstract, as well as additional data and information to be presented about the study, may not be disclosed before the findings have been publicly released in conjunction with the Symposium.

The Abstract Policies require that, prior to the abstract being publicly released by the Symposium, the author, coauthors, and sponsor of the research not:

- 1) publish the information or provide it to others who may publish it,
- 2) release the findings to news media, or
- 3) use the information for trading in the securities of any issuer, or provide it to others who may use it for securities trading purposes.

The First Author is responsible for conveying this information to all parties.

*The one exception to these policies applies to abstract information that has been previously made public through presentation at another meeting. In these cases, confidentiality applies only to any updated information.

There is a formal exception process in place to address public disclosure in advance of the Symposium due to Securities and Exchange Commission requirements. To file an official Abstract Policy Exception Request, please contact ASCO directly.

Late-Breaking Abstracts

The Breast Cancers Symposium late-breaking abstracts policy allows the submission of late-breaking abstracts for important new developments from **Phase II and Phase III clinical research trials** that will have an impact on practice or research **for which no preliminary data are available at the time of the abstract submission deadline** (June 11, 2010). A preplanned analysis must be scheduled after June 11 but before August 13, 2010 (deadline for the final, updated late-breaking abstract). The policy is not a mechanism to allow for updated data to be submitted later when preliminary data are available by the abstract submission deadline.

At the time of the Breast Cancers Program Committee's initial review of late-breaking abstracts (after the August 13th deadline), three decisions are possible:

- **Potential** presentation in a General Poster or Oral Abstract Presentation Session
- Publication only in the 2010 Breast Cancers Symposium Meeting Program/Proceedings
- Rejection

Note that a decision regarding **potential** presentation does not guarantee that the abstract will be selected for presentation after review of the updated data. **Final decisions regarding the selection of late-breaking abstracts will be made after the August 13, 2010 deadline.**

First authors of late-breaking abstracts have an opportunity to request that the abstract be withdrawn if the Committee deems is acceptable for publication only.

Essential Steps in Submitting a Late-Breaking Abstract

In order for an abstract to be considered for late-breaking status, the First Author must:

- Submit an abstract by the abstract submission deadline (June 11, 2010)
- Describe the type of data that will be submitted by the late-breaking abstract deadline
- Indicate whether the abstract should be withdrawn (by selecting "yes" or "no" on the drop-down menu in the Abstract Submitter program) in the event that the late-breaking abstract is not accepted for presentation (publication only in the 2010 Breast Cancers Symposium Meeting Program/Proceedings)

Responsibilities of the First Author

FIRST AUTHORS

Individuals may serve as First Author of more than one abstract.

First Authors must:

- Verify that, if necessary for the work reported, the clinical research represented in the abstract was approved by an appropriate ethics committee or institutional review board and, if appropriate to this research, informed consent was obtained for all subjects.
- Verify that all coauthors are aware of the contents of the abstract and support its data.
- Agree, on behalf of all authors, to transfer copyright to ASCO.
- Agree to present the abstract if it is selected for presentation at the Symposium. (This includes being present during the scheduled time of a Poster Session.)
- Complete the process to submit the abstract through the online submitter program, including obtaining and providing author disclosure information for the First Author and all coauthors.

Topic Category Selection

Authors must select one topic category that best fits the subject of their abstract. The Breast Cancer Symposium Program Committee reserves the right to recategorize an abstract.

Detection / Screening/Imaging

Axillary/Sentinel Nodes
Biopsy Techniques
Detection of metastases
Diagnostic Pathology: New approaches
Screening – New Imaging Modalities
Predictive and Prognostic Factors
Other

Prevention, Survivorship & Health Policy

Hormones and Hormone Receptor Biology
Diet and Nutrition
Familial Breast Cancer/Genetic Testing
Prevention
Epidemiology
Ethnic/Racial Aspects
Molecular biology
Genetics
Novel targets
Health Services Research
Other

Systemic Therapy

New Systemic Agents – Endocrine
New Systemic Agents – Cytotoxics
New Systemic Agents – New drugs and targets (includes anti-angiogenics) - HER2 directed
New Systemic Agents – New drugs and targets (includes anti-angiogenics) - Other

Local/Regional Therapy

Preoperative study methods
Response Assessment
Palliative/Supportive Therapy
Novel Surgical Approaches
Radiation and Radiobiology
Other

Instructions for Abstract Submission

Please make special note of the following when preparing your abstract.

- Describe the objectives and results of the research in the abstract so that the Program Committee can evaluate the quality and completeness of the abstract.
- Do not use proprietary names in the title or body of the abstract. If necessary, you may include the proprietary name in parentheses directly after the generic name on first use in the body of the abstract.
- Organize the abstract according to four sections, identified by the following headers (in bold): **Background, Methods, Results, and Conclusions.**
- You may include one data table with the abstract. Do not include illustrations.
- You may use abbreviations if they are spelled out or defined after their first mention. Take particular care to identify complex chemotherapeutic regimens.
- Do not exceed 2,000 characters (approximately 300-350 words), not including spaces, for the total of your abstract title, body, and table.
- List no more than 10 individual authors for each abstract. In addition to the 10 authors, an authoring group may also be listed to indicate the remaining authors.

Essential Information for Online Submission

In order to successfully complete an online submission, authors will need to provide the following information.

- **First Author (Presenter):** The name, institution, address, telephone number, fax number, and e-mail address of the First Author. The First Author (Presenter) will receive all future correspondence from ASCO.
- **Coauthor(s):** The name and institution of each coauthor. Academic degrees of coauthors are not needed.
- **Topic Category:** The most appropriate topic category for the abstract, according to the list of topics online (which also appears above). Please note that the Program Committee has the authority to recategorize an abstract.
- **Disclosure Declaration:** Disclosure information for the First Author as well as for all coauthors. **If the first author is employed by a commercial interest as defined by the ACCME, an alternate presenter who does not have a relevant employment relationship must be named if the abstract is selected for presentation in an oral abstract session.**

Presentation Types

Oral Abstract Sessions

These sessions includes several 10-15 minute presentations of abstracts representing important clinical and translational research findings by topic category. Presenting authors may use PowerPoint slides to accompany their oral presentation. Experts in the field (Discussants) are chosen to provide comprehensive themed discussions of the findings from predetermined abstracts.

Poster Discussion Sessions

Smaller than General Poster Sessions, these sessions feature posters grouped by topic or by questions posed as a result of research findings. First Authors should be available at posters during the display period to answer questions. Following the poster display period, experts in the field (Discussants) are chosen to provide themed discussions placing the abstracts in the appropriate context, with a focus on how the findings apply to clinical practice.

Poster Session

Selected abstracts will be presented in poster sessions that are one to two hours long. First Authors should be available throughout the poster session to informally answer questions from attendees regarding the information presented.

Merit Awards

A limited number of Merit Awards will be given to fellows and residents who submit high-quality abstracts. Merit Award winners will receive a monetary award, as well as complimentary registration for the 2010 Breast Cancer Symposium and access to Symposium housing reserved for ASCO. Fellows and residents who wish to apply for a Merit Award should check the box located in the “Additional Information” section of the submitter, indicating they wish to apply for a Merit Award. Applicants will be required to upload a letter of support from his or her Training Program Director and a two-page curriculum vitae. Individuals who are selected for a Merit Award will be notified of their award in mid-July

Correspondence

Each First Author/Presenter will receive an e-mail acknowledging receipt of the abstract after initiating a submission and after completing a submission. The First Author (Presenter) will receive a letter of notification from the Program Committee regarding its decision by early July.

Policies Related to Abstract Submission

Conflict of Interest Policy

In compliance with standards established by [the ASCO Conflict of Interest Policy](#) (*J Clin Oncol.* 2006 Jan 20;24[3]:519–521) and the Accreditation Council for Continuing Medical Education (ACCME), ASCO strives to promote balance, independence, objectivity, and scientific rigor through disclosure of financial and other interests, and identification and management of potential conflicts. According to the Society’s Conflict of Interest Policy, the following financial and other relationships must be disclosed: employment or leadership position, advisory role, stock ownership, honoraria, research funding, expert testimony, and other remuneration (*J Clin Oncol.* 2006 Jan 20;24[3]:520).

For clinical trials that began accrual on or after April 29, 2004, ASCO’s Policy places some restrictions on the financial relationships of principal investigators (*J Clin Oncol.* 2006 Jan 20;24[3]:521). If a principal investigator holds any restricted relationships, his or her abstract may be ineligible for placement in the 2010 Breast Cancer Symposium unless the Ethics Committee grants an exception. When a principal investigator has restricted relationships, the First Author will be prompted to apply to the Ethics Committee for an exception to the Policy. Exception request materials may be uploaded as part of the abstract submission process or e-mailed to coi@asco.org.

NIH-funded trials are exempt from the Policy restrictions. ASCO will collect information on accrual initiation date, financial relationships of the principal investigator, and NIH funding upon abstract submission. It is the responsibility of the First Author to obtain disclosure information from all coauthors and to provide all disclosure of such interests and

relationships through the Abstract Submitter program. Copies of the Disclosure Form can be sent to coauthors for completion and returned before submission of the abstract.

For more information on the ASCO Conflict of Interest Policy, the principal investigator restrictions, and applying for an exception to the Policy, please visit www.asco.org/conflictinterest.

Annual Meetings

If you intend to submit an abstract for the Annual Meeting of a co-sponsoring organization, please read below the policy regarding whether or not abstracts presented at the Breast Cancer Symposium will be eligible for presentation at the co-sponsors' Annual Meeting.

ASBD - An abstract submitted for presentation at the 2010 Breast Cancer Symposium may also be submitted for presentation at the 2010 ASBD Annual Meeting.

The American Society of Breast Surgeons – An abstract submitted for presentation at the ASCO 2010 Breast Cancer Symposium may not be submitted for presentation at the American Society of Breast Surgeons 2010 Annual Meeting.

ASCO – An abstract submitted for presentation at the 2010 Breast Cancer Symposium may also be submitted for presentation at the 2011 ASCO Annual Meeting.

Note: If your abstract is to be considered for presentation at the ASCO Annual Meeting, you are encouraged to submit updated data. You will also need to resubmit your abstract using ASCO's 2011 Annual Meeting Online Submitter.

ASTRO - Abstract submissions of papers presented at the Breast Cancer Symposium will be accepted for consideration in ASTRO's 2010 Annual Meeting Scientific Program.

NCBC - Abstract submissions of papers presented at the Breast Cancer Symposium will be accepted for consideration in NCBC's 2010 Annual Meeting Scientific Program.

SSO – An abstract submitted for presentation at the Breast Cancer Symposium may also be submitted for presentation at the 2010 SSO Annual Meeting.